Acceptable Use of Artificial Intelligence (AI) policy

Bassingbourn Community Primary School

This policy was ratified by Governors on: 20th November 2025

Implemented on:

Review date: November 2026

1. **Purpose**
   1.1   This policy sets out the expectations for the responsible and appropriate use of Artificial Intelligence (AI) by all adults working or volunteering in Bassingbourn Community Primary School. It supports the safe and ethical use of AI in a way that promotes educational outcomes, protects data, and upholds professional standards.

2. **Scope**
   1.2   This policy applies to all:
   - 1.1.4   Employees (teaching and support staff)
   - 1.2.4   Workers and contractors
   - 1.3.4   Volunteers
   - 1.4.4   Agency staff working at or on behalf of Bassingbourn Community Primary School

   2.2   This policy is non-contractual and may be amended at any time.

3. **Definition of AI**
   3.1   AI refers to systems and tools that simulate human intelligence to perform tasks such as:
   - 3.1.5   Producing or summarising written content (e.g. ChatGPT, Microsoft Copilot)
   - 3.2.5   Analysing data or creating reports
   - 3.3.5   Automating administrative functions
   - 3.4.5   Recognising images, speech, or patterns
   - 3.5.5   Assisting with lesson planning or resource creation

4. **Acceptable Use of AI**
   4.1.   AI may be used where it supports professional duties, including:
   - a.1.5   Drafting lesson plans, classroom resources, letters or reports (with human review)
   - a.2.5   Summarising policies or legislation to support understanding
   - a.3.5   Analysing data to inform school improvement or SEND planning
   - a.4.5   Creating templates or presentations
   - a.5.5   Supporting administrative tasks (e.g. scheduling, summarising meeting notes)

   4.2.   All AI use must be:
   - a.1.4   Aligned with professional standards and safeguarding responsibilities
   - a.2.4   Fact-checked and quality assured by the user
   - a.3.4   Complementary to human judgment, not a replacement for it
   - a.4.4   In accordance with data protection laws and trust/school policies

5. **Prohibited Use of AI**
   5.1.   AI must not be used for:
   - a.1.5   Entering personal or sensitive data (e.g. pupil names, SEN records, safeguarding information) into non-approved tools
   - a.2.5   Making automated decisions about pupils or staff (e.g. behavioural

sanctions, performance appraisals) without human oversight

  a.3.5 Generating content that is discriminatory, offensive, misleading, or inappropriate

  a.4.5 Replacing professional judgment, especially in teaching, safeguarding, or assessment

  a.5.5 Bypassing copyright, licensing, or intellectual property rights

5.2. Staff must also not attempt to manipulate or "jailbreak" AI tools to access inappropriate content or functionality.

6. Safeguarding and Confidentiality

6.1. Staff must always apply professional and safeguarding judgment when using AI. AI tools must not be used to create, store, or transmit:

  a.1.3 Safeguarding or child protection records

  a.2.3 Personally identifiable pupil, parent or staff data

  a.3.3 Confidential HR or medical information

6.2. Where AI is used to support curriculum or communication, content must be reviewed for age appropriateness, bias, and accuracy.

6.3. Schools must ensure AI-generated materials used in the classroom are appropriate for pupils and do not compromise safeguarding or online safety.

7. Approved AI Tools

7.1. Only AI tools or platforms approved by the school/trust may be used with organisational data or on school/trust devices. Staff must:

  a.1.3 Seek approval from the Headteacher, ICT Lead or Data Protection Officer before using new tools

  a.2.3 Complete any required training before use

  a.3.3 Report any concerns or misuse immediately

8. Professional Responsibility

8.1. Staff are responsible for all work produced using AI, including ensuring accuracy, relevance, and appropriateness. Use of AI must not undermine:

  a.1.3 The teacher's role in curriculum delivery and pupil engagement

  a.2.3 The integrity of assessments or moderation

  a.3.3 Trust in professional and ethical conduct

9. Training and Support

9.1. Training on AI use may be provided periodically. Staff are encouraged to:

  a.1.3 Stay informed about the capabilities and limitations of AI

  a.2.3 Use AI to enhance — not replace — their professional expertise

  a.3.3 Discuss uncertainties or ethical concerns with their line manager

10. Breaches and Misuse

10.1. Misuse of AI may result in disciplinary action, in accordance with the school/trust's Disciplinary Policy.

10.2. Examples of misuse include:

  a.1.4 Inputting confidential pupil data into public AI tools

  a.2.4 Generating inappropriate or misleading content

a.3.4   Using AI to plagiarise, falsify, or distort work

a.4.4   Using AI in a way that compromises the validity of pupil assessment or exam outcomes

10.3.   Concerns should be reported to Office Manager (DPO).

11. Policy Review

11.1.   This policy will be reviewed annually or in response to significant changes in legislation, guidance, or technology.

11.2.   This policy aligns with Department for Education guidance on AI use in schools and trusts. Staff are encouraged to refer to official DfE resources for further reading and updates:

11.2.1.   https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education

11.2.2.   https://www.gov.uk/guidance/data-protection-in-schools/generative-artificial-intelligence-ai-and-data-protection-in-schools